

## **ATTENDANCE AND PAYROLL**

**1110**

(No.169 July 2014)

## **REFERENCES**

**1110.1**

(No.169 July 2014)

[Fair Labor Standards Act \(FLSA\)](#)

[CalHR Rule 599.736 – 599.744, 599.746, 599.752, 599.785, 599.923](#)

[CalHR Memorandum of Understanding](#)

[Government Code Sections 19853, 19854, 19856 – 19858.2, 19858.4 – 19858.5, 19859, 19991.3](#)

[Personnel Transactions Manual \(PTM\) Sections 640.3, 640.4, 640.33](#)

[State Administrative Manual \(SAM\) Section 8539](#)

[CAL FIRE Personnel Services Memorandum \(PSM\) 2013-009](#)

## **POLICY**

**1110.2**

(No.169 July 2014)

The Uniform State Payroll System (USPS) provides specific methods to report attendance and to release salary warrants. The Department must meet the requirements of the State Controller's Office (SCO), Department of Finance (DOF), California Department of Human Resources (CalHR), and California Public Employees Retirement System (PERS) each pay period. This section will assist managers, supervisors, and Attendance Coordinators with complying with these requirements to ensure prompt and accurate salary payments.

### Monthly Pay Periods

Permanent full-time and fractional employees are paid on a monthly basis. Under the State Pay Plan, there are 21 or 22 compensable days in each monthly pay period. The beginning and ending dates of pay periods may vary from the beginning and ending dates of the calendar months. Pay periods for each year are indicated on the [Employee Attendance Summary \(STD. 640\)](#) which is revised annually by the Department of General Services (DGS).

An employee appointed on a full or part time basis is paid a regular monthly salary based on the assumption that the employee has worked the full pay period. Except as indicated in an employee's Memorandum of Understanding (MOU), monthly salary rate employees are normally paid on the last day of the pay period.

Intermittent staff are paid on a monthly basis for each hour worked following the same established beginning and ending dates of the pay periods as indicated on the [STD. 640](#). Payroll for intermittent staff shall be processed and entered within ten business days following receipt of an accurately completed and approved timesheet following the close of a pay period.

## Monthly Work Periods

BU 8 Employees working an assigned duty week of 72 or 84 hours are paid their regular monthly payroll based on a pay period as described above, however, they are also assigned to a 28-day work period. At the conclusion of each 28-day work period these employees receive an additional warrant for their Extended Duty Week Compensation (EDWC). Work periods and pay periods are distinctly different.

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